

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300320009-3

OFFICE OF GENERAL SERVICES

1 September - 1 October 1952

**FILED: 0477**  
**RETURN TO**

RECORDS MANAGEMENT  
ADMINISTRATIVE SERVICE

PERSONS ON DUTY:

Name

Title

Date

	Courier	9-26-52
	Clerk Typist (Return from LWOP)	9-8-52
	Microphotographer	9-22-52
r.	Photographer	9-26-52
	Photographer	9-9-52
	Photographer	9-29-52
	Offset Press Operator Helper	9-9-52
	Bindery Helper	9-8-52
	Clerk Stenographer	9-8-52
	Records Analyst	9-23-52
	Courier	9-17-52
	Courier	9-16-52
	Courier	9-23-52
	Messenger	9-26-52
	Card Punch Operator	9-29-52

SEPARATIONS DUE TO RESIGNATIONS, TRANSFERS, TERMINATIONS, ETC.:

Photographic Aide	Trans. to OGD	9-11-52
Linotype Operator	Resignation - insufficient overtime	9-26-52
Offset Press Operator	Resignation f/maternity reasons and moving to Ohio	9-12-52
Tele. Comm. Serv. Supvr.	Resignation - Getting married and moving away from Washington	9-26-52
Telephone Operator	Trans. to OGD	9-27-52
Courier	Trans. to OSI	9-16-52
Courier	Trans. to PLAC	9-23-52 (Eff.)
Stat. Coding Clerk	Resignation - moving to Darby, Pa., with husband who is being discharged from Service in November	9-26-52
Tab Machine Operator	Death while on LWOP	9-16-52

PENDING ACTIONS CANCELLED DUE TO DECLINATIONS, DISAPPROVALS, ETC.:

Photographer (Trainee)	DIS Disapproval	9-24-52
Paper Cutter Operator	Resigned from Pool - Could not get satis. housing in Washington for family	9-15-52
Telephone Operator	Declined due to shift work	9-8-52
Messenger	Resigned from Pool - to attend Hampton Institute	9-4-52

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NEW APPOINTMENT ACTIONS SUBMITTED:

Telephone Operator	9-8-52
Records Analyst	9-25-52
Courier	9-15-52
Courier	7-18-52 (By Pers.)
Courier	7-30-52 (By Pers.)
Courier	7-30-52 (By Pers.)
Courier	7-30-52 (By Pers.)
Courier	8-4-52 (By Pers.)
Courier	9-3-52 (By Pers.)
Courier	9-30-52
Messenger	9-4-52
Messenger	9-25-52
Messenger	9-25-52
Messenger	7-16-52 (By Pers.)
Clerk	9-2-52
Tab Machine Operator (For overseas)	9-15-52 (Sec. only)
Tab Machine Operator (For overseas)	9-24-52 (Sec. only)

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SLOT    T/O    INCUMBENT    PENDING OR VACANT

RECORDS MANAGEMENT AND DISTRIBUTION DIVISION

GS-306-13    Records Mgt. Off.  
GS-318-5    Secretary (Steno)

VITAL MATERIALS BRANCH

GS-305-7    File Supvr.  
GS-305-5    File Clerk  
GS-371-4    Microphotographer

RECORDS ANALYSIS BRANCH

GS-306-12    Records Mgt. Off.  
GS-306-11    Records Mgt. Off.  
GS-306-11    Records Analyst

GS-306-9    Records Analyst

GS-306-7    Records Analyst

GS-302-4    Clerk (typing)

GS-306-7    Records Analyst

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25X1

RECORDS MANAGEMENT AND DISTRIBUTION DIVISION (CONTINUED)

ARCHIVES BRANCH

GS-306-9    Records Analyst  
GS-306-7    Records Analyst  
GS-306-5    Records Analyst  
GS-305-4    File Clerk

25X1

25X1

MAIL CONTROL BRANCH

GS-305-9    Mail & File Supvr.  
GS-305-8    Mail & File Supvr.  
GS-305-7    Mail Supvr.

25X1

25X1

GS-305-6    Mail Clerk  
GS-301-6    Courier

GS-301-5    Courier

25X1

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RECORDS MANAGEMENT AND DISTRIBUTION DIVISION (CONTINUED)

MAIL CONTROL BRANCH (CONTINUED)

GS-305-5    Mail Supervisor  
GS-305-5    Mail & File Supvr.

GS-301-4    Clerk (Typing)  
GS-305-4    Mail Clerk

GS-301-4    Courier

GS-305-4    File Clerk

GS-301-3    Courier

25X1

25X1

25X1

25X1

25X1

25X1

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RECORDS MANAGEMENT AND DISTRIBUTION DIVISION ( CONTINUED )  
MAIL CONTROL BRANCH (CONTINUED)

25X1

GS-301-3 Courier (Cont'd)

25X1

GS-305-3 Mail Clerk

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GPC-110-4 Messenger

GPC-110-3 Messenger

25X1

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